



DLA Information Operations “How To” Guide

How to Register in the Account Management and Provisioning System (AMPS) for SLES Access

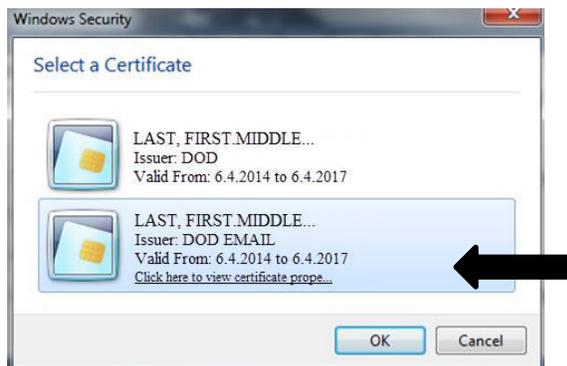
The purpose of this How to is to provide instructions on requesting a role in AMPS for access to the DoD Shelf-Life Extension System (SLES) website. *Note: “Enable Editing” in this document for hyperlinks to work.*

Before selecting a role in AMPS, see page 5 for role descriptions. If the role requested does not match your job description it will be rejected and you must register again.

If your account has been fully provisioned and you still experience log on issues, [try these tips](#).

To request access to SLES through AMPS follow these instructions:

1. From the SLES landing page, click on the ‘**Request SLES access via AMPS**’ button or go directly to the [AMPS Website](#).
2. **DOD** users will select **DOD EMAIL Certificate** when Windows Security window appears. **Non-DOD** users will be directed to the AMPS Gateway screen shown in step 4.



Windows Security Screen

3. Click Ok.



Windows Security Screen

4. All users click on the **Click Here for Access to AMPS link**.
 (If you need further instruction, the AMPS Gateway page contains User Guides and Job Aids)

Welcome to the AMPS Gateway

AMPS Users: To enter **new** AMPS, click the link below.
 To enter **Legacy** AMPS, exit this browser and go to <https://amps.dla.mil>

Click HERE for access to AMPS.

- This link provides access through CAC authentication for CAC-enabled users.
- Other users, vendors, and members of the public will be presented with a login screen.

User Guides and Job Aids

Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

- Complete and Submit a Role Request – External User
- Approving an AMPS Role Request – Supervisor (External)
- Approving an AMPS Role Request – Security Officer (External)
- Job Aid AMPS IE11 Emulation Mode, Ver.1.2
- AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)
- AMPS: General Information Guide ver. 2.2

See the AMPS Documentation screen—available from the main menu—for a complete list of user documentation, links, and tutorials.

Accessibility Help and Information

AMPS Gateway Home Screen

5. Click **OK** when the Single Sign-On Authentication window appears.

Defense Logistics Agency
 Single Sign-On Authentication

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See [User Agreement](#) for details.

OK

Single Sign-on Authentication Screen

First Time Users will create a new AMPS account. Follow the on-screen prompts to enter your personal information.

After your AMPS account is complete, close your browser and re-open your browser to log-in and request your role.

Defense Logistics Agency
 Single Sign-On Authentication

No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

First Time User? Click Here to Register
 Use this option to register if you have never had access to an existing DLA application but have a valid DoD, Federal Bridge or ECA certificate.

Forgot your User ID? Click Here
 Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

Forgot your Password? Click Here
 Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID

Password

Login

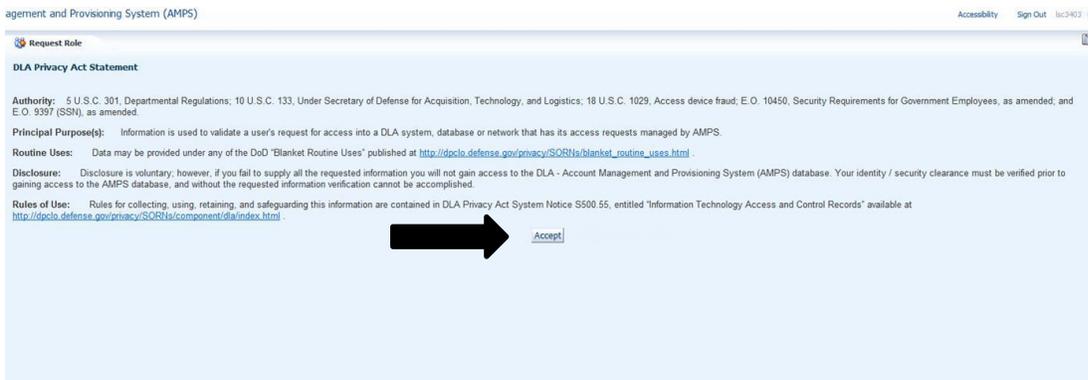
Single Sign-On Authentication Screen

6. Click **Request Role** located under the Requests heading.



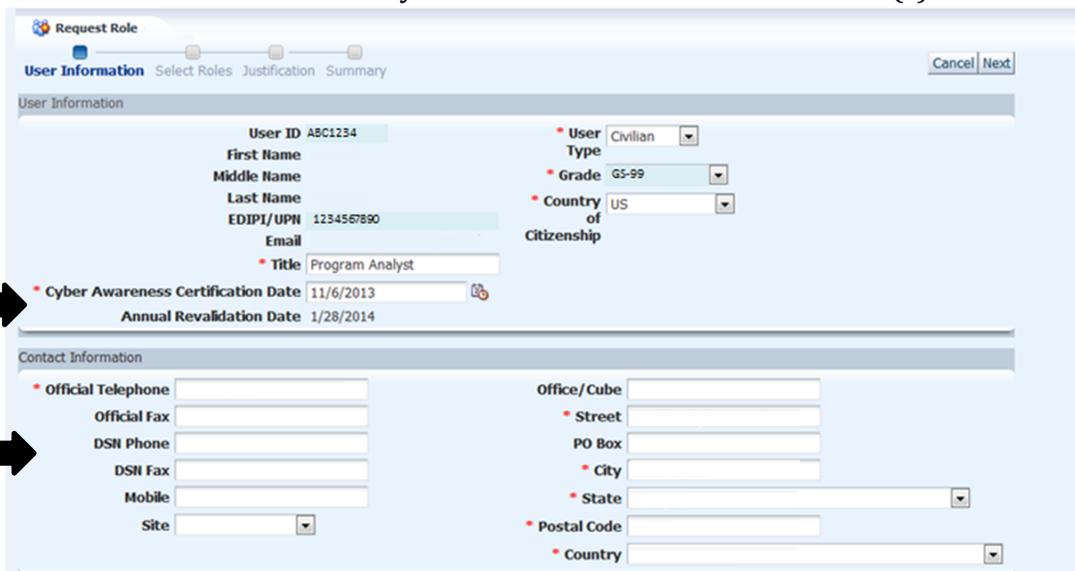
Role Request Main Screen

7. Click **Accept** button when the DLA Privacy Act Statement screen appears.



DLA Privacy Act Statement Screen

8. Update/verify user information. Be sure your Cyber Awareness Certification Date is current and correct. NOTE: All mandatory fields are marked with an asterisk (*) and must be completed.



User Information Screen

9. Click **Next** when updates and mandatory fields are completed.

Request Role

User Information Select Roles Justification Summary

Cancel Next

User Information

User ID ABC1234

First Name

Middle Name

Last Name

EDIPI/UPN 1234567890

Email

Title Program Analyst

User Type Civilian

Grade GS-99

Country of Citizenship US

Cyber Awareness Certification Date 11/6/2013

Annual Revalidation Date 1/28/2014

Contact Information

Official Telephone

Official Fax

DSN Phone

DSN Fax

Mobile

Site

Office/Cube

Street

PO Box

City

State

Postal Code

Country

User Information Screen

10. In the Search Roles window, enter **SLES** in the Role Name field and click Search.

User Information Select Roles Justification Summary

Cancel Back Next

Browse Roles by Application

- > AMPS Administrative
- > DACS Applications
- > DFAS Applications
- > DLA Aviation Applications
- > DLA Enterprise Applications
- > DLA Enterprise Business System (EBS)
- > DLA Logistics Information Services Applications
- > EAGLE Enterprise Applications
- > Energy Applications
- > Information Operations

Search Roles

Role Name SLES

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Select a Role

SLES Role Request Search Screen

11. Select a Role window will appear. (See page 5 for role descriptions before adding a role)

Home x Request Role x Inbox x

User Information Select Roles Justification Summary

Cancel Back Next

Browse Roles by Application

- > AMPS Administrative
- > DACS Applications
- > DFAS Applications
- > DLA Aviation Applications
- > DLA Enterprise Applications
- > DLA Enterprise Business System (EBS)
- > DLA Logistics Information Services Applications
- > EAGLE Enterprise Applications
- > Energy Applications
- > Information Operations

Search Roles

Role Name SLES

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name

- > EBS Prod - SLES MQCSS Read Write JD-00913
- > EBS Prod - SLES MQCSS and QSL Read Write JD-00911
- > EBS Prod - SLES MSS Read Write JD-00915
- > EBS Prod - SLES QSL Read Write JD-00917
- > EBS Prod - SLES Read Only JD-00919
- > EBS Prod Additional - SLES Administrator JD-0910B
- > EBS Prod Additional - SLES MQCSS Read Write JD-0913B
- > EBS Prod Additional - SLES MQCSS and QSL Read Write JD-0911B
- > EBS Prod Additional - SLES MQCSS Read Write JD-0911B
- > EBS Prod Additional - SLES MQCSS Read Write JD-0911B

Selected Roles

EBS Prod SLES Role Request

DLA & DLA Contractors SLES Roles

(non-DLA & non-DOD users scroll down for more job roles)

One of the following EBS PROD – SLES Job Definitions (JD's) is required to obtain access. **A Write role means that the user records extension data or test results into the SLES database. If your job does not require this function, select Read Only.**

Primary Roles - choose one of the following if you **DO NOT** have an EBS primary role:

Primary Role Name	Role Description
EBS Prod - SLES Administrator JD-00910	Functional and technical web admins only
EBS Prod - SLES MQCSS Read Write JD-00913	Product Specialist enters extension standards data
EBS Prod - SLES MQCSS and QSL Read Write JD-00911	SLES POC enters extension standards or lab results
EBS Prod - SLES MSS Read Write JD-00915	Equipment Specialist enters local stock numbers
EBS Prod - SLES QSL Read Write JD-00917	Approved laboratory enters lab test results
EBS Prod - SLES Read Only JD-00919	Users who VIEW MQCSS & QSL extension data

Bolt-on Roles – choose one of the following if you **DO** have an EBS primary role:

Bolt-on Role Name	Role Description
EBS Prod Additional - SLES Administrator JD-0910B	Functional and technical web admins only
EBS Prod Additional - SLES MQCSS Read Write JD-0913B	Product Specialist enters extension standards data
EBS Prod Additional - SLES MQCSS and QSL Read Write JD-0911B	SLES POC enters extension standards or lab results
EBS Prod Additional- SLES MSS Read Write JD-0915B	Equipment Specialist enters local stock numbers
EBS Prod Additional- SLES QSL Read Write JD-0917B	Approved laboratory enters lab test results
EBS Prod Additional - SLES Read Only JD-0919B	Users who VIEW MQCSS & QSL extension data

Non-DLA and Non-DOD User Roles

One of the following EBS PROD External – SLES Job Definitions (JD's) is required to obtain access. A Write role means that the user records extension data or test results into the SLES database. **If your job does not require this function, select Read Only**

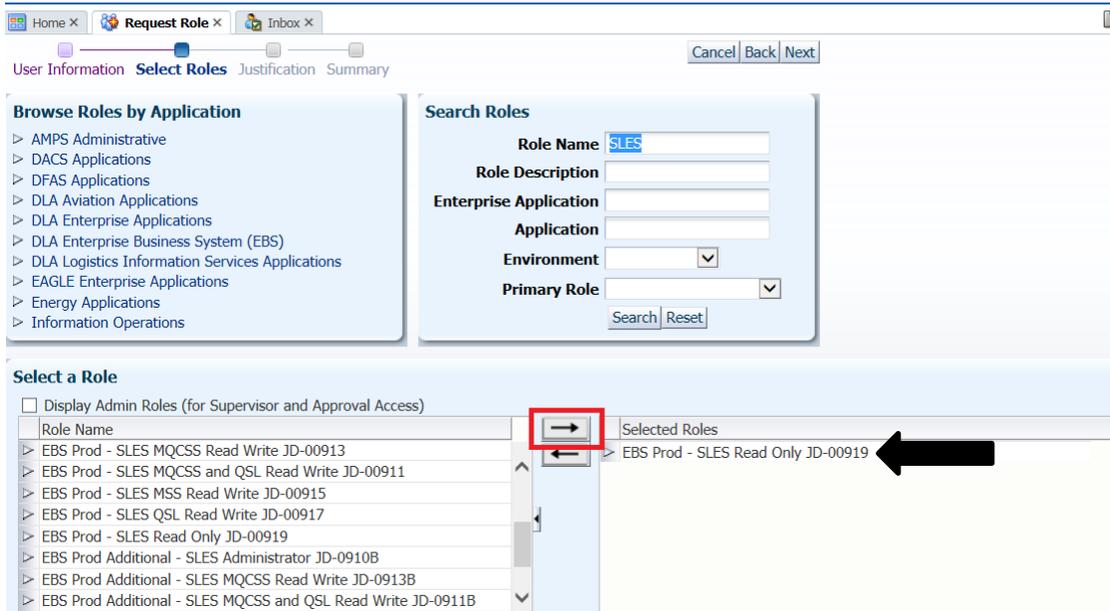
Primary Roles – choose one of the following if you **DO NOT** have an EBS primary role:

Primary Role Name	Role Description
EBS Prod External – SLES External MQCSS Read Write JD-00914	Item Manager enters extension standards data
EBS Prod External – SLES External MQCSS and QSL Write JD-00912	SLES POC enters extension data or lab results
EBS Prod External – SLES External QSL Read Write JD-00918	Approved laboratory enters lab test results
EBS Prod External – SLES External Read Only JD-00920	Users who VIEW MQCSS & QSL extension data

Bolt-on Roles – choose one of the following if you **DO** have an EBS primary role:

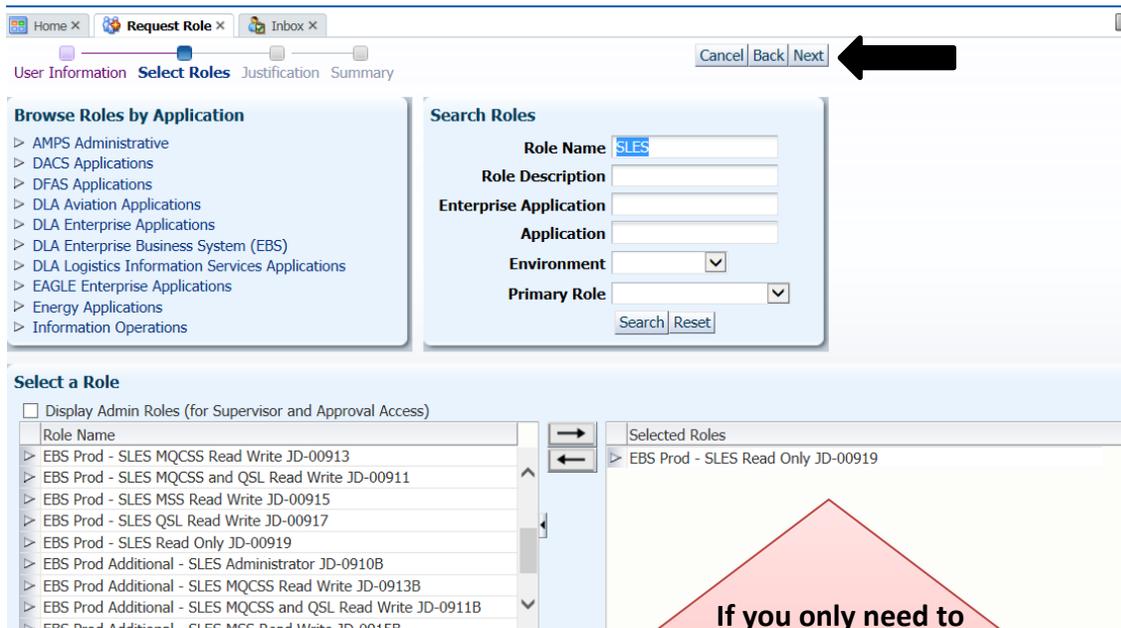
Bolt-on Role Name	Role Description
EBS Prod External Additional – SLES External MQCSS Read Write JD-00914B	Item Manager enters extension standards data
EBS Prod External Additional – SLES External MQCSS and QSL Write JD-00912B	SLES POC enters extension data or lab results
EBS Prod External Additional – SLES External QSL Read Write JD-00918B	Approved laboratory enters lab test results
EBS Prod External Additional – SLES External Read Only JD-00920B	Users who VIEW MQCSS & QSL extension data

12. Select the appropriate role and click on **Move Arrow**. Ensure that the role selected is placed in the **Selected Roles** box. **Only select one role.**



Select a Role – Move Arrow Screen and Role Moved to Selected Window

13. Click **Next**.

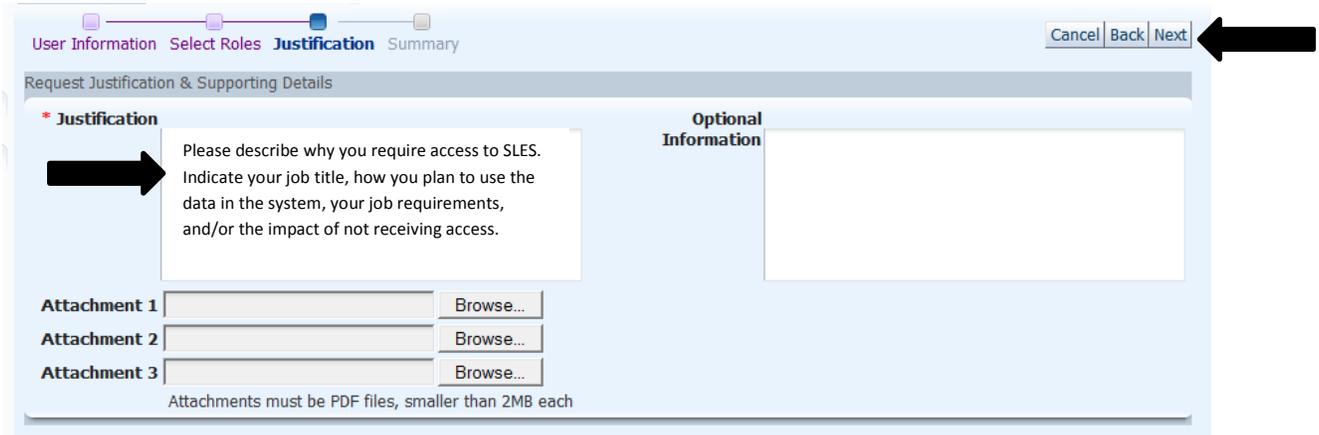


Next button location window

**If you only need to
VIEW SLES MQCSS
& QSL DATA, select
READ ONLY.**

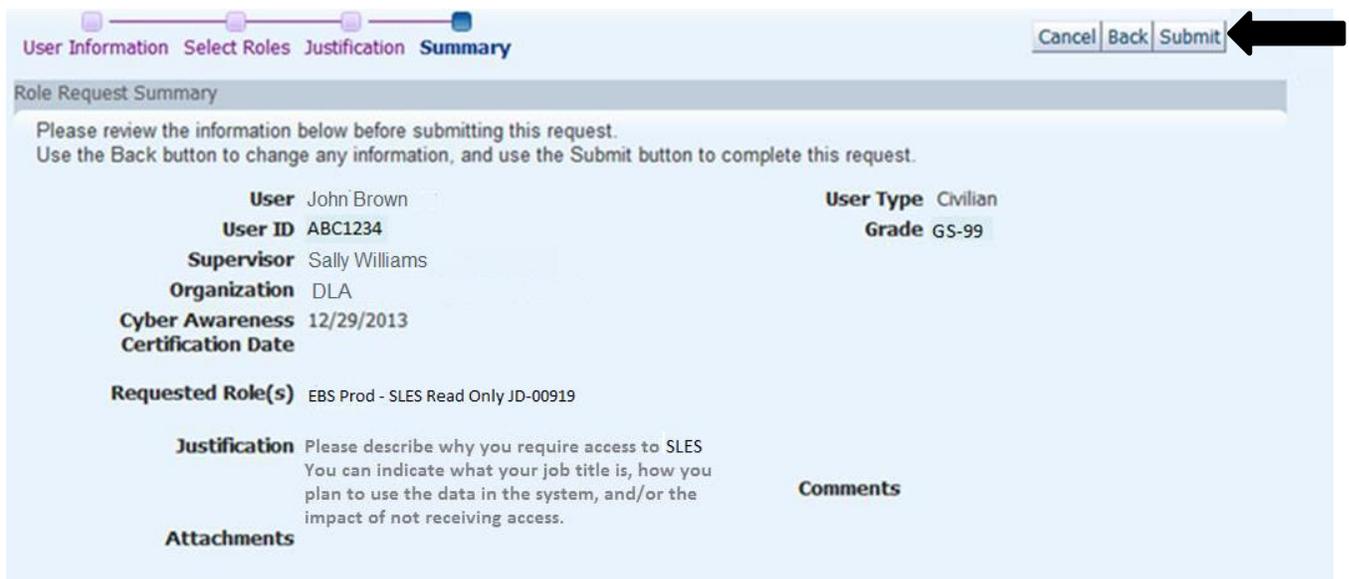
**“Write roles” are for
product specialist, item
manager, and
labs/chemist.**

14. Complete Justification box. Type summary indicating why access to SLES is required and click **Next**.



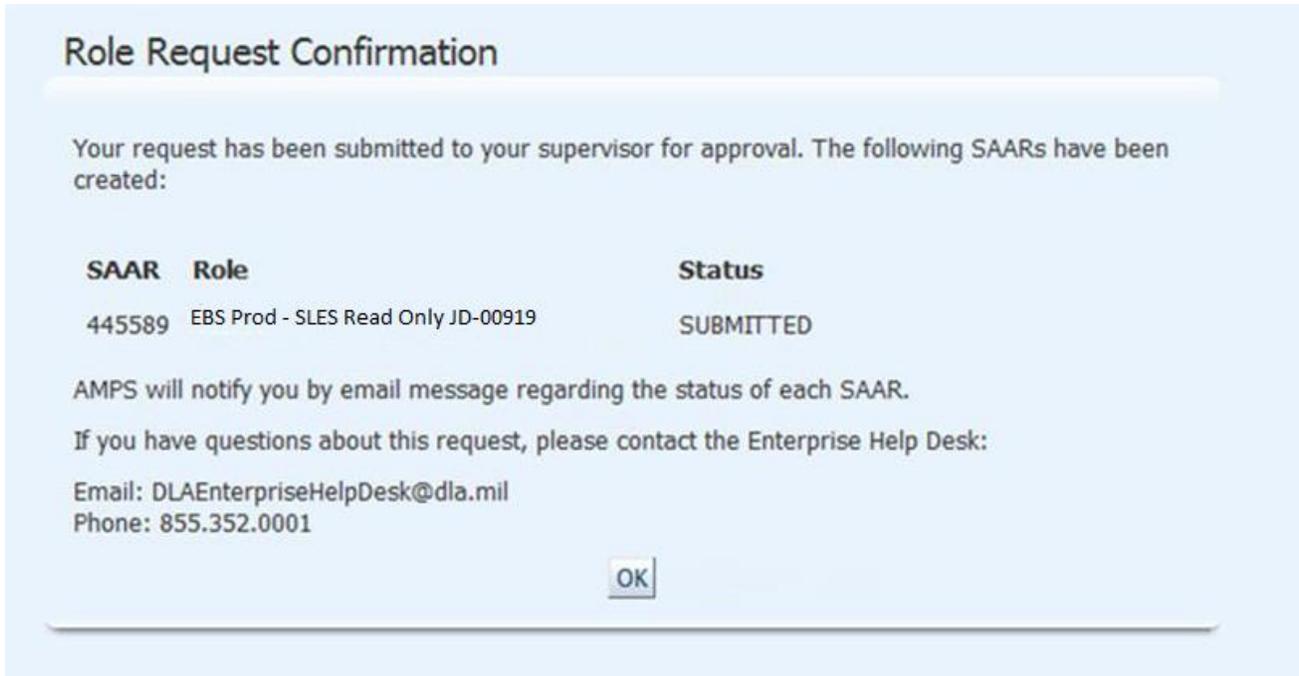
Justification Screen and Next button

15. Click **Submit**.



Summary Window – Submit button

16. Click **OK** when the Role Request Confirmation window appears.



Role Request Confirmation Screen

Thank you! You have now completed your request for an EBS Production SLES role. Please note the following steps in the approval process indicated below. Each level of approval must be obtained for your role to be authorized.

- Supervisor
- Security Officer (SO)
- Data Owner (DO)
- Information Assurance Officer (IAO)

NOTE: *DLA employees will not receive an email confirmation at the Security Officer (SO) step or Information Assurance Officer (IAO) step.*

Non-DLA users - Each authorizing point of contact (POC) listed in your AMPS profile has 20 days to approve your request before it expires. If your request is not approved within the allotted timeframe at each step, it will expire and you will have to re-register. If you notice your request has been sitting at the supervisor or security officer level for multiple days, please follow up with the POC to ensure they know your request is awaiting their approval. If you are unsure of who your security officer POC is, please ask your supervisor or look at the list of security officer POCs listed in your AMPS profile.

Your access request for [DoD Shelf-Life Extension System \(SLES\)](#) is complete when you receive an email from AMPS stating that your account has been fully approved and provisioned.

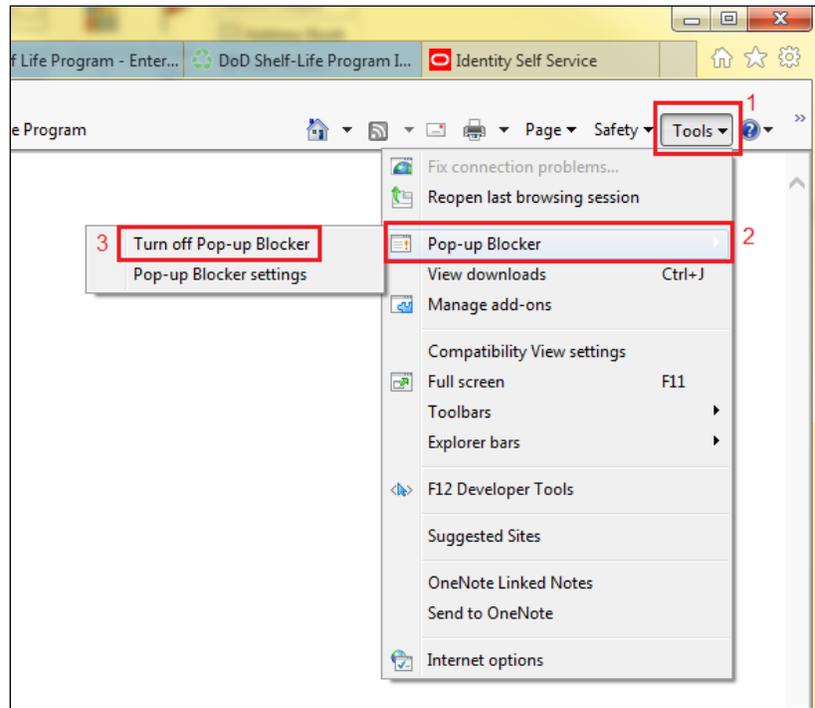
Log-in troubleshooting tips included on page 9-10

IS YOUR ACCOUNT PROVISIONED AND YOU STILL EXPERIENCE ISSUES?

Try these tips:

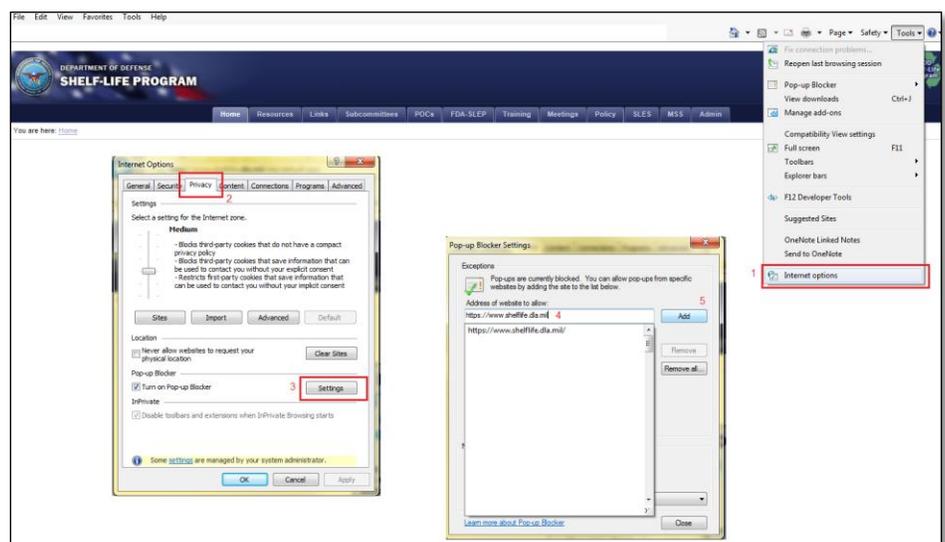
Ensure you are selecting your E-mail certificate when prompted.

- 1) Restart your browser
- 2) Ensure that you are logging into SLES with the same certificate (e-mail certificate) that you used to sign up/sign into AMPS.
- 3) Ensure that your POP-UP Blocker is not active
(In your internet browser - follow steps 1-3, right)



- 4) Add <https://www.dla.mil> to your trusted sites

(In your internet browser – follow steps 1-5, right). Next Restart your browser and try to access SLES again.



- 5) If none of the above steps work, please call Enterprise Help Desk at 1-855-351-0001, option 2 for AMPS and ask them to verify that you don't have 2 AMPS profiles or accounts. Sometimes a user may have registered with a previous e-mail address and/or CAC and this will cause a user to be directed to the user name / pw page. Enterprise Help Desk will check your account and deactivate one if needed.
- 6) After speaking with Help Desk, restart your computer and try to access again
<https://www.shelflife.dla.mil>
 - a. Users external to DLA may use the external portal url:
<https://business.dla.mil/landing/index.jsp>
 - b. Users internal to DLA may use the internal portal url: <https://pep1.bsm.dla.mil>
- 7) If you are still unable to log in, please wait 24 hours and try to access again.

If you are still unable to access the SLES website, please call Enterprise Help Desk to open a ticket.

For Questions:

Contact the Enterprise Help Desk

Call: 1-855-352-0001, option 2 for AMPS

Email: [Enterprise Help Desk](#) (Please include screenshots of the issue)